



Roland W. Burris

Comptroller
State of Illinois

June 29, 1981

201 State House
Springfield, Illinois 62706
217/782-6000

PAYROLL BULLETIN
(2-81)

TO: All State Agencies, Departments, Boards, Commissions
and Universities

SUBJECT: Sick Pay Plan

This bulletin is being written as a final reminder that effective July 1, 1981 the State of Illinois, pursuant to Public Act 81-1472, will implement its sick pay plan. This means that payments made on account of personal illness or accidental disability for pay periods with an ending date after June 30, 1981 will not be subject to employee or employer contributions to Social Security. Wages paid for personal illness or accidental disability will, however, be subject to employee and employer contributions to retirement. Payments which are excludable from Social Security will be calculated in the same manner as calculating wages for a fractional part of a pay period.

Please review payroll bulletin 1-81 dated March 13, 1981 which details how Social Security is to be calculated and how it is to be shown on the payroll voucher. Exhibits I and II attached to this payroll bulletin supersede Exhibits I and II attached to payroll bulletin 1-81.

Questions regarding what constitutes personal illness or accidental disability should be referred to the State Employees' Retirement System at (217)753-0444. Questions regarding the payroll voucher should be referred to Mr. Dan Steven at (217)782-4758.

Sincerely,

A handwritten signature in dark ink, appearing to read "Larry D. Roth".

Larry D. Roth
Director
State Accounting Department

STATE OF ILLINOIS

SALARY REFUND
REPORT TO THE COMPTROLLERTransmittal Date 8-12-XXDraft(s) No(s) SC1234567SC1345892

XXX-XX-XXXX

XX-001

Jones, Robert A

SOCIAL SECURITY NO.

PAYROLL CODE

NAME OF EMPLOYEE (LAST, FIRST, MIDDLE)

SC1234567

7/22/XX

707

7-1-XX through 7-15-XX

ORIGINAL WARRANT NO.

ISSUE DATE

VOUCHER NO.

ORIGINAL PAY PERIOD

7-15-XX

XXX-XXXXXX-XXXX-XX-XX

XXXX

FY-XX

LAST DAY EMPLOYED

ACCOUNTING CODE PAID FROM

DETAIL OBJECT

FISCAL YEAR

ORIGINAL GROSS

\$ 675.00

\$

CODE

NET AMOUNT

\$ 509.22

\$

OTHER COMPENSATION

FEDERAL TAX

\$ 81.50

\$

NON-TAXABLE INCOME

FICA

\$ 40.40

\$

TAX-SHELTERED ANNUITY

CODE

BONDS

\$

\$

TAX-SHELTERED ANNUITY

CODE

UNION DUES

\$

CODE

MISC. DEDUCTION

\$

CODE

CREDIT UNION

\$

CODE

MISC. DEDUCTION

\$

CODE

CHARITY

\$

CODE

MISC. DEDUCTION

\$

CODE

ASSOCIATION DUES

\$

CODE

MISC. DEDUCTION

\$

CODE

STATE TAX

\$ 16.88

STATE
CODE 01

GROSS TO BE CREDITED

\$ 675.00

RETIREMENT

\$ 27.00

CODE 01

AGENCY NAME

MAINTENANCE

\$

DIVISION

STATE LIFE DEDUCT

\$

CODE

AUTHORIZED SIGNATURE

STATE HEALTH DEDUCT

\$

CODE

MISC. INSURANCE

\$

CODE

MISC. INSURANCE

\$

CODE

MISC. INSURANCE

\$

CODE

FICA Excludable Wages

\$ 67.50

CODE

\$

CODE

FOR COMPTROLLER USE ONLY

COMPTROLLER DEPOSIT ORDER

TO THE TREASURER OF THE STATE OF ILLINOIS

DATE ORDER
NO. FUND NAME FUND NUMBER RECEIVED OF \$ COUNTERSIGNED-STATE TREASURER COMPTROLLER, STATE OF ILLINOIS

DATE COMPTROLLER USE ONLY	
Operation Code <input type="checkbox"/>	Adjustment Code <input type="checkbox"/>
1. Total Amount of Refund	4. Date Received
2. Appropriation Credited	5. Date Account Credited
3. Quarter Credited	6. OARS4 <u> </u> Date <u> </u>

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TEXT OF ADOPTED RULES

Foreword: Pursuant to the authority granted the Comptroller in Section 36 of "An Act in relation to State finance", approved June 10, 1919, (Ill. Rev. Stat., 1979, ch. 127, par. 167.04), these rules are promulgated to set forth procedures to be followed by State agencies in implementing sick pay plans.

Rule 1.01 Statement of Purpose.

Effective July 1, 1981, each personnel jurisdiction shall establish a sick pay plan. Sick pay plans must be designed so as to enable each Department to distinguish between sick pay benefit payments for personal illness or accidental disability (which payments are not subject to Social Security Withholding) and sick pay payments for other appropriate purposes (which payments are subject to Social Security Withholding). Departments should direct questions concerning whether or not absences from work qualify as "personal illness or accidental disability" to the State Employees' Retirement System.*

*For the purposes of these Rules, the term "personnel jurisdiction" means the department, institution, board, commission, office, court or agency having legal authority to establish rates of compensation for employees.**

Rule 1.02 Calculating Gross Wages Subject to Social Security Withholding.

Departments submitting payroll vouchers to the Comptroller for processing must segregate sick pay benefit payments for personal illness or accidental disability. Amounts paid for personal illness or accidental disability during a pay period will be accumulated and be entered in boxes 85 and 86 of the payroll voucher. For the purpose of implementing the sick pay plan, these two boxes will be considered as one field and any amounts placed in this field must be right justified. For those Departments submitting magnetic tape payroll vouchers, the accumulated

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Text in italics indicates statutory language.

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amounts paid during the pay period for personal illness or accidental disability will be placed in tape positions 788 through 794. Social Security withholding for the pay period will be on the amount determined by subtracting from the gross wages the amount of sick pay benefit payments for personal illness or accidental disability. In the event that sick pay benefit payments are made during a pay period for which the Department has already submitted the payroll voucher for processing, the Department shall adjust the gross wages as provided in this Rule during the next succeeding pay period.

For the purposes of these Rules, the term "Department" means any department, institution, board, commission, office, court or any agency of the State having the power to certify payrolls to the State Comptroller authorizing payments of salary or wages against State appropriations, or against trust funds held by the State Treasurer, except those departments included under the term "employer" in the State Universities Retirement System.*

Rule 1.03 Record Retention.

Each department shall maintain accurate employee attendance records distinguishing sick pay benefit payments for personal illness or accidental disability from sick pay payments for other legitimate purposes. Such records shall be retained for a period of at least four and one-half (4 1/2) years following the pay period in which the sick pay payment is made.

*

Text in italics indicates statutory language.